



DEPARTMENT OF THE NAVY  
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7000  
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29 Aug 2008

From: Head, NAF Financial Management Branch (N948)  
To: All Field Accounting Offices Utilizing the SAP or BLAS Accounting Systems

Subj: PROCEDURES FOR UNRECORDED BANK DEPOSITS

Ref: (a) Grant Thornton September 30, 2007, Field Operations Internal Control Deficiencies Report

1. In reference (a), Grant Thornton noted several control deficiencies, including, the late posting unrecorded deposits by Regions. Grant Thornton noted that bank reconciliations identifying unrecorded deposits were completed promptly by the CNIC Support Service Center. However, in some cases, Regions were not recording the transactions to the general ledger in a timely manner. Grant Thornton recommended that CNIC establish a clearing account into which unrecorded deposits would be posted pending final reclassification by Regions.

2. In order to accomplish the recommendation made by Grant Thornton the following accounting procedure will implemented immediately:

- When unrecorded deposits are identified by the CNIC SSC Central Banking Section, an entry will be made to record the cash and credit account 569099 Other Revenue – Unrecorded Deposits indicating the date of the deposit in the text field (mm/dd/yy). The transaction will be booked at the General G&A cost center level.
- The Central Banking Section will notify the Regional CSSO or local accounting office of the transaction.
- The Regional CSSO or local accounting office will reconcile the 569099 account each month (before final closing), and reclassify all amounts to the proper cost center and revenue account. The balance in 569099 should be zero.

3. During routine audits, Fiscal Oversight will review any balances in the account and include their findings in the final report.

4. If you have any questions, please contact Mr. Roger Moore at DSN 882-6590, commercial (901) 874-6590, or [roger.moore1@navy.mil](mailto:roger.moore1@navy.mil).

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